

Food Receiver Job Description

Objective: To represent the highest standard of excellence in organization and cleanliness in all food storage areas.

Reports to: Chef

Specific Expectations: The primary purpose of this position is to account for the food products that come into the building and ensure appropriate rotations are utilized.

Opening Duties:

1. Sign in on the time sheet and check the Event Order board for large groups;
2. Check the communication board for any announcements and memos;
3. Ensure the equipment you need is in place before the order arrives;
4. Equipment that you will need is: hand truck, clip board, pen, hat, and jacket;
5. Follow the FIFO principles to ensure the proper inventory will be used first.

Shift duties:

- ✓ Upon delivery, visually inspect all products to ensure only quality products are received;
- ✓ Confirm the items that you are receiving matches the invoice by recording a check-mark next to the reviewed area (item, quantity, date, location, description);
- ✓ If you receive a poor quality or damaged product, do not accept the delivery. Return the product to the driver and **inform the chef** that the product could not be accepted;
- ✓ **Utilizing FIFO**, unpack and disperse the items to their designated areas;
- ✓ Keep all coolers, dry good areas and loading docks clean and free from debris;
- ✓ Removal and disposal of all boxes;
- ✓ Notify the buffet cooks or the Sous-chef when products need to be used. Follow up to ensure the product is used.

Non-delivery day duties:

- ✓ Assist the buffet or line areas with required prep duties;
- ✓ Clean and organize all storage areas;
- ✓ Sweep and mop storage area floors;
- ✓ Label and identify product area (if needed).

Qualifications:

- ✓ Able to work early mornings, days, evenings, and / or weekends;
- ✓ Articulates duties both verbally and in writing;
- ✓ Can acquire a Criminal Background Check and Food Handler and WHMIS certificates;
- ✓ Clean with excellent hygiene;
- ✓ Physically fit and able to safely lift up to 50 pounds;
- ✓ Detail-oriented;
- ✓ Multi-tasks efficiently;
- ✓ Positive attitude;
- ✓ Willing to learn and take direction.

Supplies & Equipment:

1. Clean and pressed uniform (hat & jacket)
2. Hand truck
3. Clip board
4. Pen

All job descriptions are subject to a periodic review. Other duties will be assigned occasionally by management. Changes will be discussed prior to or at the time of amendment.